

THE TOWN OF *Batesburg-Leesville*

JOB POSTING BUILDING OFFICIAL (PART-TIME)

The Town of Batesburg-Leesville is seeking applications for the position of part-time Building Official. The position is part-time with hours and days of work varying based upon need. The position is flexible and can be completed with a mix of morning, evening or weekend hours.

Essential Job Duties

- Inspects structural quality and general safety of buildings; examines the construction, alternation, or repair of buildings, and other structures to ensure compliance with building codes and ordinances, zoning regulations, and contract specifications.
- Monitors compliance with additional safety regulations designed to protect structures and occupants in areas where certain types of severe weather or natural disasters are more common.
- Reviews plans and permit requests; issue permits; prepares reports documenting activities, and events.
- Coordinates work orders for correction of building deficiencies or required modifications; investigates and correct complaints.
- Notifies construction contractor, superintendent, or Code Enforcement Officer of violations that do not comply with the contract specifications or approved plans.
- Answers questions concerning compliance with building standards and codes; replies to citizen complaints.
- Completes other duties as assigned.

Qualifications

- Certified Building Official.
- Minimum of five (5) years of experience in building construction, code enforcement, and inspections.
- Associate degree in building technology, construction management, mechanical electrical, plumbing, building construction, architectural science or closely related field.
- High School diploma or GED equivalent (internal applicants only).
- South Carolina driver's license Class D.

Salary Info: Salary is based upon qualifications. The position is part-time and not eligible for benefits.

How to apply

Applications can be picked up at the Batesburg-Leesville Town Hall, 120 West Church Street Suite A, Batesburg-Leesville, SC or by visiting <http://www.batesburg-leesville.org/employment-opportunities>. Office hours are Monday-Friday 8am-5pm.

Deadline: Open till filled.

The Town of Batesburg-Leesville is an Equal Opportunity Employer. The Town of Batesburg-Leesville does not discriminate in employment on account of race, color, religion, national origin, ancestry, age, sex, sexual orientation, marital status, physical or mental disability or any other legally protected status.